



## Contingency Policy 2022 ACVS Phase I Surgical Knowledge Examination

After careful consideration, ACVS has developed a contingency policy for the 2022 Phase I examination. The policy applies only if there are information technology (IT) related disruptions that prevent a candidate from completing the examination during their scheduled appointment at a Pearson VUE test center. The contingency plan will not apply for any other reasons (power outages, travel disruptions, COVID shutdowns, weather, etc.).

Specifically, the contingency plan is available to candidates **ONLY** in the following situation: 1) The candidate has arrived at the Pearson VUE test center on the correct date and time for their previously booked Phase I examination slot, 2) is sitting at the computer, 3) the examination is unable to be started or is disrupted due to an IT issue, and 4) the issue is not resolved in a timely manner that would allow the candidate to complete the examination during their current appointment.

Candidates who experience issues will not be allowed access to electronic devices while the issue is being addressed. If the issue can be resolved with enough time to complete the examination during the scheduled Pearson appointment, the candidate must do so without leaving the test center.

If the problem is not resolved in a timely fashion, Pearson will communicate with the ACVS examination service, HumRRO. The candidate should immediately contact the ACVS office by telephone, using the emergency phone numbers provided shortly before the examination date. In the advent of a disruption, communication between the ACVS office and the candidate will occur first by phone and then by email.

The candidate will be given 24 hours to decide if they wish to take the contingency examination or wait until 2023. They must notify ACVS in writing of their intentions, based on two options:

1. If the candidate completed most of the examination, they may have their examination graded. Should the candidate choose this option, the examination will count as an attempt, regardless of the results (pass or fail). The candidate will not be offered the contingency examination if they choose to have the examination graded.
2. The candidate can take a back-up examination at a Pearson VUE test center within the 14 days following the original examination date. Travel may be required. This time window may not be extended.
  - Prior answers on the disrupted examination will be discarded. Only the back-up examination will be graded.
  - The back-up examination will be similar but not identical to the original 2022 examination.
  - If the candidate is unable to find an available testing slot within 14 days, the disrupted examination will not count as an attempt. If the candidate is at the time limit to complete the examination, they may request an extension of the time limit from the ACVS Board of Regents.

Candidates who are sick, have travel difficulties, suffer from local or regional power outages, or are otherwise unable to make their appointment will have to wait until 2023 to take the examination and must follow existing policies to request a refund. If candidates in these scenarios are at the time limit to

complete the examination, they may request an extension of the time limit from the ACVS Board of Regents.